



August 3, 2009

Dear Partners,

The Homeland Security Advisory Committee of Franklin County (HSAC) is pleased to inform our partners in Franklin and surrounding counties of the On-Line Grant Application and Management System. The Grant Application Management System (GAMS) has been designed to allow for enhanced information flow when applying for homeland security grant funding. The GAMS is designed to be user friendly and to simplify but strengthen the application process.

The benefits to our partners will be better and more direct assistance from the HSAC committee during the application process by means of an assigned HSAC member sponsor for each application. The sponsor can provide support to applicants with subject matter expertise to strengthen the project request and navigate the application process. Within the GAMS tool, the applicant can apply, review the status of their application, and make changes as needed.

Effective August 1, 2009 all applications requesting State Homeland Security or Urban Area Security Initiative grant funding must be submitted via the new GAMS online tool available at [www.franklincountyohio.gov/jpu](http://www.franklincountyohio.gov/jpu). GAMS information sessions and user training and will be held in late August and early September.

We hope the GAMS system will provide our homeland security partners added value while simplifying the application process.

Sincerely,

Mark Waite, HSAC Sub-Committee Chair

## ON-LINE APPLICATION PROCESS

### Welcome to the On-line Grant Management System (GAMS).

GAMS is designed to be user friendly and provide the applicant and the Homeland Security Advisory Committee (HSAC) the best possible information for application of funds.

GAMS should be used for the funding requests through:

- State Homeland Security Grant Program (SHSGP) or
- Urban Area Security Initiative (UASI)

During this process, your application may be saved. You may return at a later time to continue filling out your application, if needed. Record the Application Number prior to exiting the system to facilitate later access of the application prior to submission.

Go to: <http://fcdcddev/commissioners/hsjp/application-form.cfm> to begin the application process.

#### 1. Click create a New Application button.

The screenshot shows a web browser window titled "Application Form - Franklin County Homeland Security & Justice Programs - Windows Internet Explorer". The address bar shows "http://fcdcddev/commissioners/hsjp/application-form.cfm". The page features the Franklin County logo and a header image of a building. The main content area is titled "Homeland Security Application Manager" and includes instructions for users. It provides options for "New Application" and "Existing Application". There is a "Login" button and a "Display" button. The footer contains navigation links: "County Home", "Commissioners Home", "Contact", "Employment", and "FAQs".

Application Form - Franklin County Homeland Security & Justice Programs - Windows Internet Explorer

http://fcdcddev/commissioners/hsjp/application-form.cfm

File Edit View Favorites Tools Help

Application Form - Franklin County Homeland Security

Franklin County  
Homeland Security & Justice Programs

Homeland Security Application Manager

Please read prior to initiating the on-line application process.

The following application process may be used for the request of funding through the State Homeland Security Grant Program (SHSGP) and the Urban Area Security Initiative (UASI). Prior to submitting an application, the applicant must establish communication with a Homeland Security Advisory Committee representative to sponsor their application. You will be asked to provide the name of the sponsor during the application process.

Applicants will be required to complete the electronic application process and submit a hard copy of the application with the CEO's signature to the Franklin County Office of Homeland Security & Justice Programs.

New Application:

I would like to create a new application.

Existing Application:

I have already created an application. I have my Application Number and would like to access my application.

Application Number:

For a detailed listing of Homeland Security Advisory Committee members by discipline, please select a discipline below.

Planning

There are no Homeland Security Advisory Committee members listed under this discipline.

For technical or website issues or questions, please email the Franklin County Data Center. For any other questions related to the application process, please call the Franklin County Office of Homeland Security and Justice Programs at 615-462-5577.

County Home | Commissioners Home | Contact | Employment | FAQs

615-462-5577 Franklin County

#### 2. Enter information requested.

The application is a living document during the preparation phase and it may be saved and returned to as many times as needed. When a question or more information is needed, contact your sponsored Subject Matter Expert to obtain help.

For technical assistance, please contact the Franklin County Data Assistance at [web@franklincountyohio.gov](mailto:web@franklincountyohio.gov). For other assistance, contact Cindy White of the Office of Homeland Security & Justice Programs at 614-462-5577.

- Once all information is entered, **Click Continue Application**. Complete all pages.

### 3. Review Application.

- **Homeland Security Application Form** will appear.
  - Please review all information.
  - Please add any necessary attachments
  - Print a hard copy of the application for submission and your records.
  - **Click Submit Application**

## TROUBLE SHOOTING REMINDERS

- ❖ Prior to submitting an application, the applicant must establish communication with a **Homeland Security Advisory Committee representative to sponsor** their application. The application sponsor is the HSAC representative that can help you with questions, obtain information and help facilitate the application process when it reaches the review and approval process. Select a sponsor by choosing a discipline they represent. All contact information for the sponsor is included on this site. You will be asked to provide the name of the sponsor during the application process. A detailed listing of Homeland Security Advisory Committee members by discipline is available on the on-line application website.
- ❖ If purchasing equipment, applicants will be required to submit a quote(s) for the desired equipment and provide the related Authorized Equipment List (AEL) category number below. Quotes may be uploaded electronically or submitted with the hard copy of the application. It is recommended the applicant do both. **Note:** A comprehensive listing of allowable equipment categories and types can be found on the web-based AEL **Responder Knowledge Base (RKB) website**.

**Example: Equipment Item:** Armor, Body

**Quoted Cost:** \$5,000

**AEL:** 01LE-01-ARMR

- ❖ After submitting the application on-line, all applicants must submit a hard copy of the application with the CEO's signature to the Franklin County Office of Homeland Security & Justice Programs:

Franklin County Office of Homeland Security and Justice Programs  
373 South High Street, 25th Floor  
Columbus, OH 43215

For any other questions related to the application process, please call the Franklin County Office of Homeland Security and Justice Programs at 614-462-5577.